



SEMINAR & LECTURE, 10-14 DEC, UNSA, SARAJEVO

Erasmus +

STEPS

**Cooperation for innovation and the exchange of good practices
Capacity Building in the Field of Higher Education**

Report for 1st year, Partner 6 (UNSA)



Co-funded by the
Erasmus+ Programme
of the European Union

Project number: 598963-EPP-1-2018-1-AL-EPPKA2-CBHE-JP

Reporting 1st year

- Beneficiary data
- Project results
- Table of achieved/planned results
- Financial statement
- Visibility
- Equipment

Beneficiary Data

Role	PIC	Name	Country
Co— Beneficiary/Partner	995549995	University of Sarajevo (UNSA)	Bosnia and Herzegovina

Project results

Training and mobilities

Event	Purpose	Type of participants	Gender (Male/Female)	Number	Country of origin	Country of destination	Duration (in days)	% compared to objectives
Study visit at USAMVB (Bucharest, Romania)	Study visit of labs, research objects	Teaching staff	3/1	4	Bosnia and Herzegovina	Romania	3	100
Visits/Open lectures (Peja, Kosovo)	Open lectures of different topics relevant to MSc	Teaching staff	3/1	4	Bosnia and Herzegovina	Kosovo	3	50

UNSA ACHIEVED/PLANNED RESULTS WP1

<p>Title and reference number of the work</p>	<p>Work package (WP): PREPARATION Reference number: 1</p>
<p>Indicators of achievement and or/ performance as indicated in the project proposal</p>	<ul style="list-style-type: none"> • Institutions/Organizations/Companies contacted (over 50) • Questionnaires (on-line) delivered, acquired and processed (over 35) • Interviews (deep)of key stakeholders (8) • Visits and round tables for different kind (group) of stakeholders (5 round tables included over 30 stakeholders) • Stakeholders promise to be involved in project activities • Standard mechanisms established for continuous contribution and communication

UNSA ACHIEVED/PLANNED RESULTS WP1
 (Activities carried out to date to achieve the result)

Activity N°	Activity Title	Start date	End date	Place	Description of the activity carried out	Specific and measurable indicators of achievement
D 1.1	Assessment and analysis report on stakeholders' needs	15.05.2019	15.11.2019	BIH (UNSA)	For surveys UNSA have contacted and affirming 47 total organizations/stakeholder in BIH UNSA contacted and did in-depth interviews with 8 organizations/ companies stakeholders in BIH UNSA organized and conducted 5 roundtables with a total of 32 organizations/institutions/companies stakeholders	<ul style="list-style-type: none"> Identified issues of transition to sustainable food production Stakeholder needs are recognized Information on the level of knowledge and skills required for STEPS was collected and analyzed Forecasts have been made regarding agro-food labor market
D 1.2	Survey of STEPS relevant programmes	15.05.2019	15.06.2019	BIH (UNSA)	Together with UNBI, UNSA analyzed the structure and contents of Bosnia and Herzegovina MSc programs related to food production systems (state universities)	<ul style="list-style-type: none"> Relevant MSc programs were analyzed Determined how MSc programs adapt to technological advancements, labor market needs, social and economic environments and political reforms Defined the role of the MSc programs in development and promotion of social and entrepreneurial skills of graduates
D 1.4	Report on the mechanisms for continuous stakeholders input	15.05.2019	15.11.2019	BIH (UNSA)	20 stakeholders were selected for continuous communication. Stakeholder database was created with all the necessary data	<ul style="list-style-type: none"> Communication channels with the stakeholders have been developed Involvement of stakeholders in the future activities of the project is provided



UNSA ACHIEVED/PLANNED RESULTS WP2

Title and reference number of the work	Work package (WP): DEVELOPMENT Reference number: 2
Indicators of achievement and or/ performance as indicated in the project proposal	<ul style="list-style-type: none">• Faculty members joining the study visit (4)• Scientific staff present in seminars and lectures (1)• Courses designed based on ECTS (18)

UNSA ACHIEVED/PLANNED RESULTS WP2
 (Activities carried out to date to achieve the result)

Activity N°	Activity Title	Start date	End date	Place	Description of the activity carried out	Specific and measurable indicators of achievement
D 2.1	STEPS structure and courses	15.09.2019	15.11.2019	BIH (UNSA)	UNSA participated in the design and development of the courses of the Management of Food Production systems. UNSA suggested compulsory and elective courses. UNSA have submitted the structure and design of the MSc program at UNSA	<ul style="list-style-type: none"> • STEPS structure and courses designed based on ECTS (draft)
D 2.2	Selection of faculty staff and organisation of working group	15.09.2019	15.11.2019	BIH (UNSA)	UNSA have submitted Teaching staff for Core and elective Courses UNSA delivered relevant skills and experience of teaching staff for Management of Food production systems	<ul style="list-style-type: none"> • A list of relevant skills and experience of UNSA teaching staff has been made
D 2.3	Organization of study visit	04.06.19	08.06.2019	Romania USAMVB	4 UNSA members participated in study visit	<ul style="list-style-type: none"> • Exchange of insights and experiences, knowledge transfer • Identified of basic STEPS program structure • Identified a method to link scientific topics under a unified STEPS Master Program

UNSA ACHIEVED/PLANNED RESULTS WP3

Title and reference number of the work	Work package: DEVELOPMENT Reference number: 3
Indicators of achievement and or/ performance as indicated in the project prospal	<ul style="list-style-type: none">• Scientific staff present in seminars and lectures (1)• Level and quality of collaboration and synergies developed between consortium partners• Scientific articles prepared/published (not yet)

UNSA ACHIEVED/PLANNED RESULTS WP3
 (Activities carried out to date to achieve the result)

Activity N°	Activity Title	Start date	End date	Place	Description of the activity carried out	Specific and measurable indicators of achievement
3.1	Assessment of training needs	15.07.2019	31.08.2019	BIH (UNSA)	UNSA has assessed needs in terms of scientific staff background improvements and also teaching competencies and sent to the leader of WP 3	<ul style="list-style-type: none"> The needs of scientific staff for improvements and teaching competencies have been defined Report on training needs
3.2	Organisation of seminars and lectures	10.09.2019	14.09.2019	(UHZ) Kosovo	Scientific staff (4 UNSA members) participated seminars and lectures Presentation in open lectures	<ul style="list-style-type: none"> Level and quality of collaboration and synergies developed between consortium partners

UNSA ACHIEVED/PLANNED RESULTS WP8

Title and reference number of the work	Work package: QUALITY PLAN Reference number: 8
Indicators of achievement and or/ performance as indicated in the project prospal	No of internal evaluation reports No of external evaluation reports Internal quality evaluation of deliverables

UNSA ACHIEVED/PLANNED RESULTS WP8
 (Activities carried out to date to achieve the result)

Activity N°	Activity Title	Start date	End date	Place	Description of the activity carried out	Specific and measurable indicators of achievement
8.1	Organization of internal and external quality teams and development of the quality plan	15.01.2019	15.02.2019	BIH (UNSA)	Proposed member of STEPS (internal) Quality Team from UNSA Proposed members for the external quality team	STEPS Quality Team established External Quality Team Established

UNSA ACHIEVED/PLANNED RESULTS WP10

Title and reference number of the work	Work package: MANAGEMENT Reference number: 10
Indicators of achievement and or/ performance as indicated in the project prospal	Management plan report Internal communication platform Annual progress reports Project meetings

UNSA ACHIEVED/PLANNED RESULTS WP10
 (Activities carried out to date to achieve the result)

Activity N°	Activity Title	Start date	End date	Place	Description of the activity carried out	Specific and measurable indicators of achievement
10.1	Establishment of management team and working groups	15.01.2019	15.02.2019	BIH (UNSA)	Proposed member of STEPS management team (MT) (UNSA have provided project manager/leader at institutional (UNSA) level and also the physical and human resources they will provide for the implementation of tasks)	STEPS management team (MT) established
10.3	Coordination and managements (Annual progress reports)	15.01.2019	15.12.2019	BIH (UNSA)	Submitted the data, documents and information required for reporting, audits, checks, monitoring or evaluation in good time to the Project Coordinator	Annual progress reports (currently in progress)

UNSA ACHIEVED/PLANNED RESULTS WP4 – leading task

Title and reference number of the work	Work package: DEVELOPMENT Reference number: 4
Indicators of achievement and or/ performance as indicated in the project proposal	<ul style="list-style-type: none"> • Development of LMS (Learning Management System) platform with open source utilities (4.1) • Development and harmonization of STEPS courses (4.2.) • Conversion and digitization of educational material (4.3.)
Reports status (summary)!	<p>Work Package not started</p> <p>According to proposal (estimated start/end date) WP 15/07/2019 – 15/10/2020</p> <p>4.1. (Due date 15/09/2019) 4.2. (Due date 15/10/2020) 4.3. (Due date 15/10/2020)</p>

Level of budget

Budget Category	Budget as per project plan (1 st instalment)	Budget used so far (31/12/2019)	Comments
Staff Cost	0	0	
Travel Cost	2360	2360	
Cost of Stay	6240	6240	
Equipment	44000	0	Current procurement procedure and expected purchase in Jan. 2020
Subcontracting	1500	1500	

UNSA 1st instalment: 53,676 EUR, Spent 10,100 (18,82% or 9,41% of total budget)

Visibility, dissemination and publicity

No.	Country	Description of the activity	Target groups	No. of	No. of	Date	Comments (effects, observations, problems, links, website etc.)
				institutions	persons		
1	BiH	Promotion of project	Stakeholders	44	48	15/05/2019	stakeholder contact (personal contact, phone call, email, facebook or viber chat)
2	BiH	Roundtable	Academics, Institutions, Students, Agrobusiness, Research	18	32	September 2019	Roundtable whit stakeholder

UNSA Equipment

- The procurement procedure for equipment is currently in follow status:
 - Laboratories' equipment (25,131 EUR) - Open (Public call 10/12/2019)
 - IT equipment (6,479 EUR)– Collection of necessary documents for public call (expected time for public call – 16/17 December 2019)
 - Micro-scale food processing devices (8,326 EUR) – Collection of necessary documents for public call (expected time for public call – 16-17 December 2019)
 - LabVIEW software portfolio (4,000 EUR) – Collection of necessary documents for public call (expected time for public call – 16-17 December 2019)
- UNSA has separate tender procedure
- Type of equipment purchase/justification can be found on Public procurement portal (www.ejn.gov.ba)
- Timeframe: February 2020
- Challenges or planned activities in this regard: Tenders may fall (Supplier and Tenderer Complaints)

DISCUSSION, QUESTIONS AND ANSWERS COVERING ALL AREAS OF PROJECT WORK

